

STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES



PROMOTIONAL EXAMINATION FOR

SUPERVISING INVESTIGATOR I, DMV

MONTHLY SALARY RANGE \$5369.00 - \$6802.00

9MV26

FINAL FILING DATE February 10, 2010, is the final filing date. Mailed applications (STD. 678) must be **postmarked** no later than the final filing date. Applications delivered in person must be placed in the **Examination Drop Box by 5:00 p.m. on the final filing date**. Applications received via interoffice mail after the final filing date will not be accepted.

INTERVIEW DATE It is anticipated that mandatory interviews will be held in May/June 2010.

WHO MAY APPLY Applicants must have a permanent civil service appointment with the California Department of Motor Vehicles by the above listed final filing date in order to take this examination or qualify as a Veteran under Government Code § 18991. Under certain circumstances, former Department of Motor Vehicles' employees may be allowed to compete under the provisions of Rule 235. (See General Information on reverse side.) **Persons applying using Veterans experience must submit a copy of their DD214 with their Examination Application (STD. 678).**

HOW TO APPLY Applications (STD. 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov.

Examination Applications (STD. 678) must be clearly marked "**Supervising Investigator I, DMV Examination**" and may be submitted by either of the two options described below:

By mail to: Department of Motor Vehicles Selection Services Unit Supervising Investigator I, DMV P.O. Box 932315 Sacramento, CA 94232-3150	OR	In person to: Department of Motor Vehicles Human Resources Branch 2570 - 24th Street 1st Floor Lobby - Examination Drop Box Sacramento, CA 95818
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All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION The following patterns may be combined proportionately, when applicable to meet the overall experience requirement.

Either I

Experience: Two years of experience in the California state service performing the duties of an Investigator, Department of Motor Vehicles, with at least one year as an Investigator, Department of Motor Vehicles, Range C.

Or II

Experience: Three years of experience in an investigative assignment in a government agency, one year of which must have been at a level comparable to an Investigator, Department of Motor Vehicles, Range C; **AND**

Education: Equivalent to two years of college with a major in criminal justice, police science, law enforcement, administration of justice, or criminology, and possession of, or eligibility for, the Peace Officer Standards and Training Specialized Supervisory Law Enforcement Certificate within 24 months of appointment.

DEFINITION OF TERMS

"Performing the duties of..." To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment, or TAU to the class) specified.

"At a level comparable to..." For this requirement, the applicant must have experience of appropriate type and length in a class at substantially the same (or a higher) level of responsibility as the class specified.

MINIMUM AGE Minimum age requirement at time of appointment: 21 years.

PEACE OFFICER STANDARDS

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this classification.

See reverse side for additional information.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PEACE OFFICER
STANDARDS
CONTINUED

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control, a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to this classification.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he/she can perform the essential functions of the job safely and effectively.

Psychological Requirement: Pursuant to POST Regulations 1002(a)(7), requires psychological screening of applicants for peace officer classifications.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

SPECIAL PERSONAL
CHARACTERISTICS

Willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; tact; satisfactory record as a law-abiding citizen; ability to work under stress and adverse conditions; and possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

SPECIAL PHYSICAL
CHARACTERISTICS

Good health, emotional maturity, and stability; sound physical condition; strength, endurance, and agility necessary to cope with the demands of the job; normal hearing; normal vision or vision corrected to normal; and weight proportional to age and height.

ADDITIONAL
DESIRABLE
CHARACTERISTICS

In addition to the knowledge and abilities, possession of appropriate certificates as evidence of increased competency at each level is desirable.

POSITION
DESCRIPTION AND
LOCATION

Supervising Investigator I's supervise complex and sensitive criminal, administrative, and civil investigations and enforcement activities relating to crimes investigated by the Department of Motor Vehicles. Incumbents plan, organize, and direct a staff of investigators assigned to a geographical region in California; provide assistance to high-level staff in the development of policies and procedures; may assist a superior in planning, developing, and directing a major component of the investigative program; may act as liaison with related law enforcement and allied agencies; may perform other administrative duties; and prepare reports and correspondence.

Positions exist throughout the State.
Interviews will be conducted in Northern and Southern California.

EXAMINATION
INFORMATION

This examination will consist of a Qualifications Appraisal Interview, weighted 100.00%. In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained in the interview.

EXAM SCOPE

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00%

The Qualifications Appraisal Interview will assess each competitor's knowledge and abilities in some or all of the areas listed below:

- A. Knowledge of:**
- 1. Administrative and criminal investigative techniques.
 - 2. Interview and interrogation processes and procedures.
 - 3. Provisions of the Vehicle Code, Civil Code, Government Code, Health and Safety Code, Business and Professions Code, California Penal Code, Controlled Substances Act, and all State and Federal laws relating to crimes committed regarding vehicles and vessels.
 - 4. Laws and practices related to vehicle manufacturers, dealers, dismantlers, and the automotive industry, and other related codes.
 - 5. Administrative and criminal procedures.
 - 6. Methods used in securing and preserving of evidence.
 - 7. General training techniques and methods as applied to peace officer training.
 - 8. Laws of arrest.
 - 9. Search and seizure.
 - 10. Principles and techniques of supervision.
 - 11. Advanced training techniques and methods as applied to peace officer training.
 - 12. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.

See next page for additional information.

EXAM SCOPE
CONTINUED

- B. Ability to:
1. Develop techniques, methods, and skills required in the conducting of administrative and criminal investigations.
 2. Apply laws and rules of evidence to specific situations.
 3. Gather and analyze facts and evidence and present such evidence as required.
 4. Analyze situations accurately and take effective action.
 5. Participate actively in surveillance operations.
 6. Interview and interrogate.
 7. Effect arrests.
 8. Effectively control informants, paid operatives and confidential informants.
 9. Appear as an expert witness.
 10. Use and maintain firearms.
 11. Serve subpoenas.
 12. Write and execute search warrants and subpoena duces tecum.
 13. Prepare accurate investigation reports.
 14. Establish and maintain cooperative working relationships.
 15. Communicate effectively.
 16. Effectively make use of computerized data and discern patterns of fraud.
 17. Provide technical advice and assistance to appropriate law enforcement and allied agencies.
 18. Plan and conduct the most difficult, complex, and sensitive administrative and criminal investigations.
 19. Effectively supervise the work of a team of investigators and other administrative personnel.
 20. Independently direct a special project or assignment.
 21. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

VETERANS POINTS
AND CAREER
CREDITS

Veterans' preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7553 three weeks after the final filing date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error; the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non disability retirement or removal for cause.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
California Relay Telephone Service for the deaf or hearing impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

RECRUITMENT# 093899-00108539-9MV26D
SUPERVISING INVESTIGATOR I, DMV
VI115/8539 TS/SL

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